



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

Announces an Employment Opportunity for COURT COURIER

SALARY: \$2,077 - \$2,268 Monthly

Filing Deadline: 4 p.m., Friday, March 18, 2005

THE COURT

The Superior Court of the State of California, County of Monterey is a state trial court that hears civil, criminal, family, juvenile, probate, mental health, small claims, and traffic matters and serves all of Monterey County. The Court has divisions in Salinas, Monterey, Marina and King City. Incumbents may be assigned to any Court location.

EXAMPLES OF DUTIES

Under general supervision, this position performs delivery and messenger duties, and other work as required. The work involves the pick up and delivery of mail and/or inter-office messages, supplies and materials, on an established daily route, or as directed, on foot and/or by use of a Court vehicle. Other duties may require the use of general office machines, such as, a copier, fax machine, calculator, and multi-line telephone. Incumbents are expected to perform assigned duties with minimum direction and supervision.

MINIMUM QUALIFICATIONS

Any combination of experience, education, and/or training which substantially provides the following:

Working knowledge of: California Motor Vehicle Code; vehicle operation and safe driving practices. Operate a hand truck, and proper lifting techniques and practices.

Ability to: drive a variety of vehicles; read and sort mail quickly and accurately; and coordinate delivery of mail and/or supplies on a time schedule. Exercise discretion and judgment in handling written or packaged materials. Perform routine checks of Court vehicles' readiness for operation, and report maintenance needs. Understand and follow oral and written instructions. Establish and maintain effective working relationships.

Education, Training and Experience: A minimum of one year delivery experience.

Special Qualifications: Possess and maintain a valid California Class C Driver's License, and have a clean driving record.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to: bend, stoop, and reach in order to retrieve packages or supplies; use a step stool to reach packages or supplies stored up to 8 feet high; routinely lift and carry items weighing up to 50 pounds on a regular basis. The ability to move tables and chairs to assist with room setup.

REQUIRED MATERIALS

A completed Court Application form and current DMV printout are required. Resumés will be accepted in addition to, but not in lieu of, the required application. For more information, visit the Court's website at www.monterey.courts.ca.gov, or call (831) 775-5400, ext. 3007. Please submit completed Application materials to: Superior Court of California, County of Monterey, Human Resources Division, 240 Church St., Rm. 318, Salinas, CA 93901.

SELECTION PROCESS

Applicants must complete and file the required Court Application form and provide a current DMV printout.

- Applicants who meet the minimum qualifications will be eligible for a selection interview.

BACKGROUND INVESTIGATION

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending upon the type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

SUMMARY OF BENEFITS

Retirement: Public Employees Retirement System P.E.R.S.) 2% @ 55 (100% paid by the Court)

Holidays: 13 days a year

Vacation: Accrues at the rate of 3.7 hours per pay period. The accrual rate increases after 3, 10, 15, 20 and 25 years of service.

Sick Leave: Provides salary continuation for absence due to illness and is earned at the rate of 3.08 hours per pay period.

Educational Leave: One 8 hour day per calendar year.

Medical, Dental & Vision Care: Flexible Spending Account: available benefits medical/dental; vision, prescription drugs and dependent coverage.

Life Insurance: \$10,000 life insurance policy.

Deferred Compensation: A deferred compensation program is available.

SPECIAL NOTES

- If you are hired into this classification in a permanent position, as a condition of your employment, you will have 30 days to join the union and authorize a union dues deduction or salary deduction of appropriate fees.
- If you believe you possess any disability that would require test accommodation, please call (831) 775-5400 ext. 3007.
- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.

The Superior Court of California, County of Monterey is an Equal Opportunity Employer

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